

## **JOB ANALYSIS**

## **PROGRAM MANAGER, GS-340-14/15**

### **MAJOR DUTY**

**As Deputy for Programs and Project Management, delegated full authority for management decisions related to major district Civil, Military, Environmental, and Support for Others programs and projects.**

**Applies an extensive knowledge of management concepts, principles, and practices.**

**Assures that the corporate effort will result in quality projects on time and at a reasonable cost. Provides leadership in establishing and maintaining effective management processes and a work environment conducive to effective integration of technical functions of planning, engineering, construction, operations and real estate; as well as support functions such as contracting, resource management, safety, value engineering, logistics and public affairs.**

**As Chief of the Programs and Projects Management Division, supervises a staff of program and project managers, administrative and support team members. Provides technical and administrative oversight and direction for all division activities. Responsible for the vertical and horizontal integration of products to produce the projects and manage the program for the district.**

**As the senior civilian, provides continuity of corporate leadership, interfaces with potential customers and sponsors represents the district commander at meetings, briefings, conferences, hearings, etc. with officials of other Federal agencies, state, county, and local authorities and the public on matters relating to district capabilities on proposed and approved projects. Makes district commitments and speaks with the authority of the district commander in furnishing responses.**

### **KSA**

**Ability to balance the integration of technical requirements knowledge with program and project business processes in establishing program/policy goals, priorities, and values and to exercise leadership in implementing objectives and making decisions on the best business practices for the overall corporate good.**

**Ability to develop and lead multi-disciplined teams and team members to carry out complex projects and programs that cross functional/technical boundaries, and promulgate and implement solutions supporting the program and project management business process**

**Knowledge of corporate vision, goals strategies; technologies, and business practices, and capabilities; and ability to articulate the corporate knowledge, vision and philosophy to public entities in a self-confident, assuring manner.**

**Implements controls to assure charges to projects reflect commitments to customers and partners on cost, quality, and schedules. Serves as a member of the Regional Management Board.**

**Ability to develop, acquire, and allocate resources to effectively accomplish multiple project/program goals within established thresholds.**

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**JOE N. BALLARD/DATE**